






March 2016

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2 - Preventing Sexual Harassment for Employees (GI 052) - Preventing Sexual Harassment for Supervisors (NC 119)	3  Take advantage of State pricing on computer classes through New Horizons.	4   Over 500 courses available 24/7 from your desk!
7 	8 Crucial Conversations	9 - Crucial Conversations (Cont'd) - Ethical Issues in Today's Workplace (PT 992)	10 Advanced Procurement Certification (MTS AP 001)	11
14	15 -Advanced Principles of Communication Part 2: Coaching (AU 002)	16	17 - Cultural Competency (CC 001) - Investigating Employee Misconduct (NC 118)	18
21 Rescheduled from 3/22/16: Managing Your Time & Priorities (GI 090)	22 - Project Management (PT 103)	23 - Project Management (Cont'd) (PT 103)	24 - Human Relations Skills (SC 203) - Discipline, Grievances and the Contract (NC 901)	25 - Human Relations Skills (Cont'd)
28 - Fundamentals of Supervision (NC 151)	29 - Enhancing Team Membership (TM 001)	30	31 - The Servant Leader (SL 001)	

Crucial Conversations® course now available
contact Darcy at: darcy.doty@iowa.gov